



Placer County Superior Court Remote Appearance System User Guide

Last Updated: May 19, 2022

OVERVIEW

If you would like to appear remotely, you will need to either self-schedule your remote appearance on the Court's website or file the proper remote appearance forms depending on the type of hearing. To determine the eligibility and requirements to appear remotely for your hearing type, select your case type from the Court's Remote Appearance homepage: <http://www.placer.courts.ca.gov/RAS.shtml>

- **If your hearing requires written notice or a form be filed with the court**, follow the form requirements outlined on the case-type specific remote appearance page.
- **If your hearing type is eligible for self-scheduling**, go to <https://epayment.placerco.org/VCourtPortals/> no later than 4pm the court day before your hearing. This is the deadline to schedule your appearance; after this time, you will see a "no valid events" message in red when searching for your case and you will be unable to schedule your remote appearance.

This user guide details how to access VCourt Remote Appearances, the site where attendees can schedule or cancel a remote appearance, connect to the videoconference, and upload evidence for applicable hearing types. Click on an item in the table of contents below to navigate to that section.

It is important to know:

1. Confirm you received the link to connect the day PRIOR to the hearing. Pursuant to the Court's Local Rules, remote appearance links WILL NOT be provided the same-day as your hearing.
2. Prepare in the same way you would if appearing in person.
 - a. Dress appropriately.
 - b. Think about your background. It is highly recommended that you be located indoors with limited background noise and distractions.
 - c. It is highly recommended to use a headset with a mic equipped.
 - d. Join the meeting up to 5 minutes early.
3. Prior to connecting, ensure your device (must be equipped with a camera, microphone, and speaker) is compatible with the Court's remote appearance system by reviewing the FAQs and this user guide.
4. Please enter both your first and last name when joining the meeting. It is highly encouraged to also include your case number.
5. Your case may not be heard at the time the calendar is scheduled to start. The courtroom will admit you into the meeting and place you and all other participants on mute. Only once your case is called, please unmute yourself and turn on your video. Keep in mind that your case may not be called for a few hours.

Questions? Call the Remote Appearance Support line at (916)408-6000 & select option 8.

The Remote Appearance Support line is available during the Court's normal business hours.

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ACCESSING VCOURT

VCourt can be accessed by going to:

<https://epayment.placerco.org/VCourtPortals/>



NOTE: To appear at the hearing, follow the link that is emailed to you after you schedule. You will not be able to connect to the hearing by going to the VCourt page.

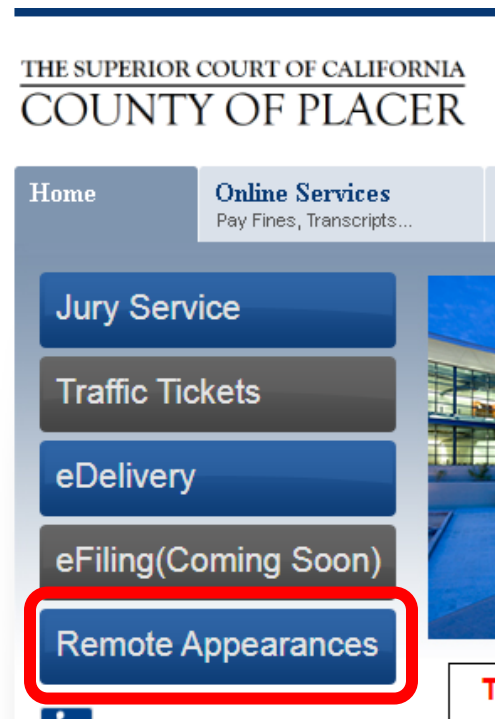
In this section, you will find *(click an item to be directed to that page)*:

- I. [Navigating to Home Page from Court's Website](#)
- II. [Creating Your CA Courts Identity Account](#)
- III. [Signing into your CA Courts Identity Account](#)
- IV. [Forgot CA Courts Identity Password](#)

Navigating to Home Page from the Court's Website

Select **Remote Appearances** on the Court's home page (<http://www.placer.courts.ca.gov/>).

This will bring you to the Remote Appearance page, where you can select the case type buttons to find case-type specific information about remote appearances.



Creating Your CA Courts Identity Account

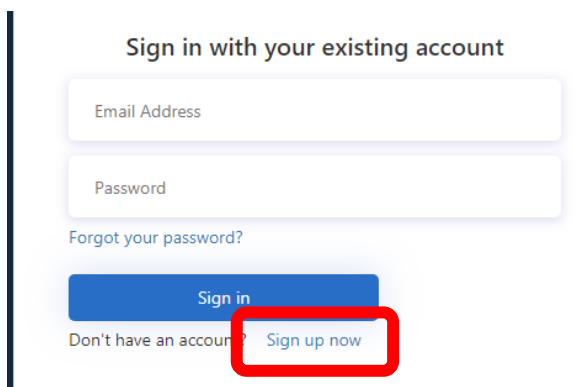
To create an account:

1. Go to <https://epayment.placerco.org/VCourtPortals/> and click on **Schedule**.

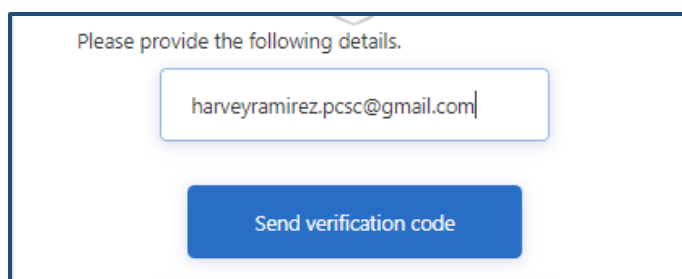


NOTE: All users will be required to sign in or create a California Court’s Identity account before scheduling a remote appearance. There is no longer be a “Guest” option for those making an audio-only appearance.

2. At the bottom of the Sign In page, click on **Sign Up Now**.



3. Enter your email and then select **Send Verification Code**.



4. A verification code will be sent to your email from “Microsoft on behalf of California Courts msonlineservicesteam@microsoftonline.com”. You may need to check your spam folder.

Verify your email address

Thanks for verifying your harveyramirez.pcsc@gmail.com account!

Your code is: 266398

Sincerely,
California Courts

Please provide the following details.

harveyramirez.pcsc@gmail.com

266398

Verify code Send new code

5. Copy and paste or enter the code sent to your email in the **Verification Code** field, and then select **Verify Code**.

! If you get a message that the code has expired, select **Send New Code**. Repeat the process for a new code.

6. Once the code has been verified, complete the remaining fields.
- Password:** It is required that your password consists of 8 to 16 characters, and includes **3 of the 4** following characteristics:
 - Uppercase letter(s)
 - Lowercase letter(s)
 - Number(s) (0-9)
 - Special character(s), for example:
@ \$ % ^ & = ! ?

Once determined, enter your password into both the **New Password** and **Confirm New Password** fields.

- First Name**
 - Last Name**
7. Select **Create** at the bottom of the screen. The button will turn dark blue once all fields are completed. If it remains shaded (pictured), confirm each of the fields are correct.

a New Password

b Confirm New Password

b First Name

c Last Name

Create

Signing into your CA Courts Identity Account

1. Go to <https://epayment.placerco.org/VCourtPortals/> and click on **Schedule**.

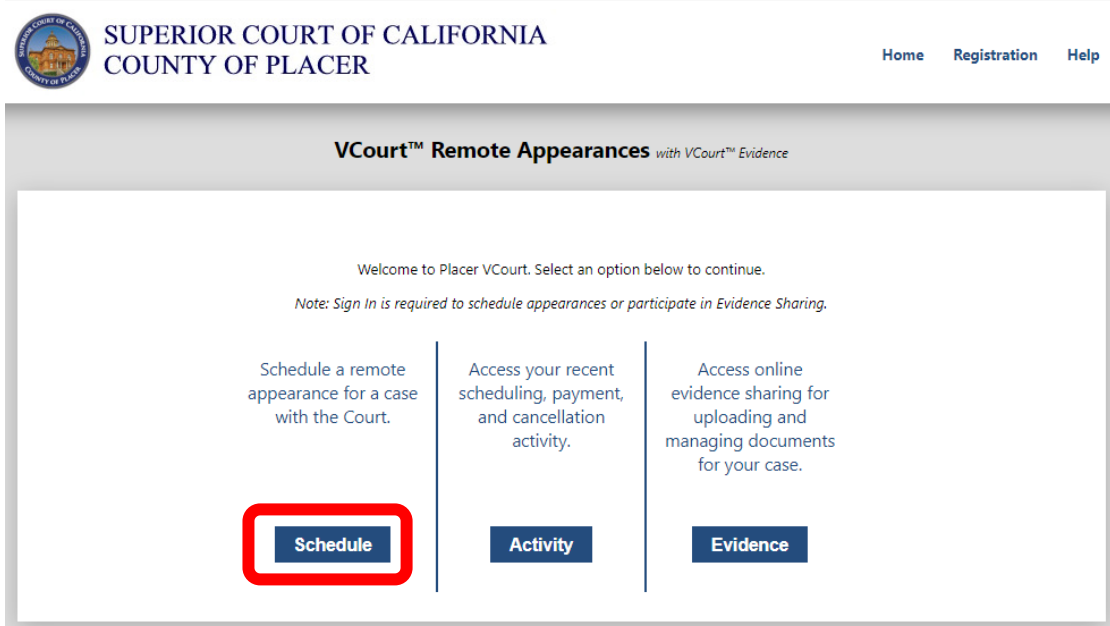
The screenshot shows the VCourt Remote Appearances interface. At the top, there is a header for the Superior Court of California, County of Placer, with navigation links for Home, Registration, and Help. The main heading is "VCourt™ Remote Appearances with VCourt™ Evidence". Below this, a welcome message states: "Welcome to Placer VCourt. Select an option below to continue." A note follows: "Note: Sign In is required to schedule appearances or participate in Evidence Sharing." There are three columns of options. The first column, "Schedule a remote appearance for a case with the Court.", has a "Schedule" button highlighted with a red rectangle. The second column, "Access your recent scheduling, payment, and cancellation activity.", has an "Activity" button. The third column, "Access online evidence sharing for uploading and managing documents for your case.", has an "Evidence" button.

2. Enter your CA Courts Identity email address and password on the Sign in page.
3. Select **Sign In** to complete logging in.

The screenshot shows the "Sign in with your existing account" section. It includes two input fields: "Email Address" and "Password". Below these fields is a link that says "Forgot your password?". At the bottom of this section is a blue "Sign in" button.

Forgot CA Courts Identity Password

1. Go to <https://epayment.placerco.org/VCourtPortals/> and click on **Schedule**.



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF PLACER**

Home Registration Help

VCourt™ Remote Appearances with VCourt™ Evidence

Welcome to Placer VCourt. Select an option below to continue.
Note: Sign In is required to schedule appearances or participate in Evidence Sharing.

Schedule a remote appearance for a case with the Court.

Schedule

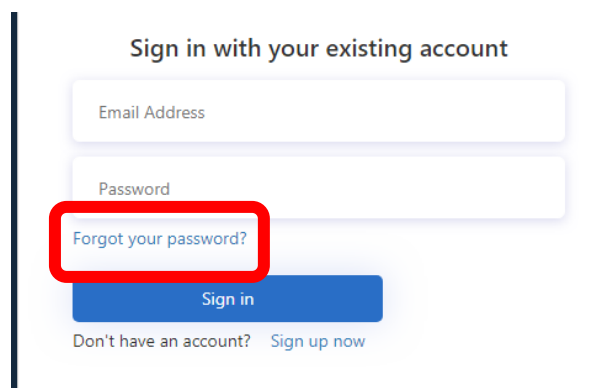
Access your recent scheduling, payment, and cancellation activity.

Activity

Access online evidence sharing for uploading and managing documents for your case.

Evidence

2. Below the password field, click on **Forgot your password?**



Sign in with your existing account

Email Address

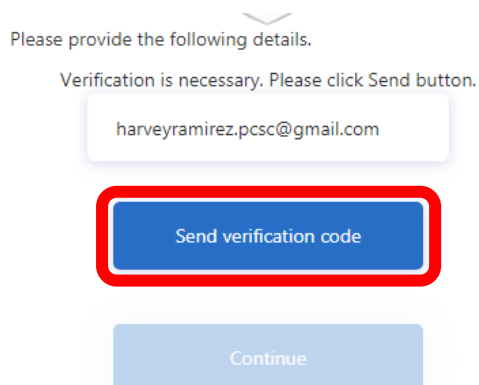
Password

Forgot your password?

Sign in

Don't have an account? Sign up now

3. Enter the email associated to your account and select **Send Verification Code**.



Please provide the following details.

Verification is necessary. Please click Send button.

harveyramirez.pcsc@gmail.com

Send verification code

Continue

4. Copy and paste or enter the verification code sent to your email into the **Verification Code** field. Select **Continue**.

Please provide the following details.

E-mail address verified. You can now continue.

harveyramirez.pcsc@gmail.com

Change e-mail

Continue

5. Once the code has been verified, complete the remaining fields.
- a. **Password:** It is required that your password consists of 8 to 16 characters, and includes **3 of the 4** following characteristics:
- i. Uppercase letter(s)
 - ii. Lowercase letter(s)
 - iii. Number(s) (0-9)
 - iv. Special character(s), for example: # @ \$ % ^ & = ! ?

Once determined, enter your password into both the **New Password** and **Confirm New Password** fields.

Please provide the following details.

New Password

Confirm New Password

Continue

6. Select **Continue**.
7. Login using your new password.

SCHEDULING YOUR REMOTE APPEARANCE

For hearing types that are eligible for self-scheduling or a judicial officer has acknowledged a remote appearance, parties and/or attorneys may schedule themselves using the VCourt Portal. **If you need to submit written notice of your intent to appear remotely or a request to appear remotely, see the deadlines listed on the court's website (<http://www.placer.courts.ca.gov/>).**

**YOUR LAST OPPORTUNITY TO SCHEDULE A REMOTE APPEARANCE IS
4 PM THE COURT DAY BEFORE YOUR HEARING.**

Please note, in order to self-schedule a remote appearance:

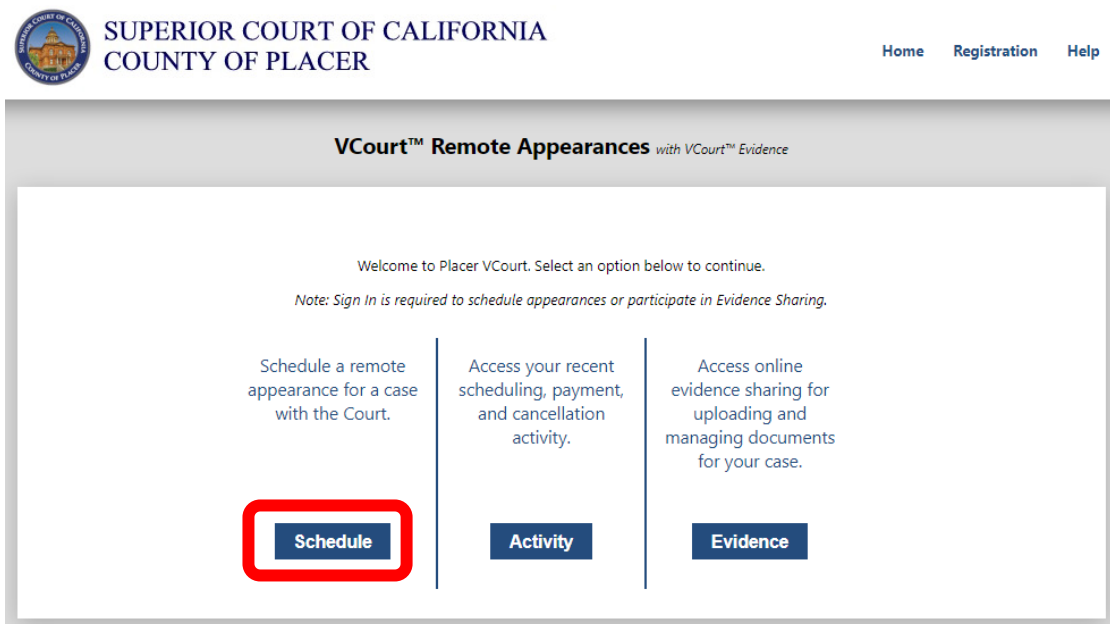
- ✓ If you do not schedule your remote appearance before 3:30 PM (ex parte hearings) or 4:00 PM (all other eligible hearing types), you will see a “no valid events” message in red when searching for your case and you will be unable to schedule your remote appearance. Please leave yourself enough time to navigate to the scheduling page, and complete all the steps listed in this user guide. The scheduling cutoff time is precise.
- ✓ Your hearing must be set with the court **within the next 30 days** (*if your event is set more than 30 days out, you will not be able to schedule a remote appearance until a later date*).
- ✓ The remote appearance you schedule will **ONLY be valid for the date and time selected and can only be used by one person**. The conference ID, PIN, and/or link provided to you will not work if your matter is continued or has another hearing set.
- ✓ **If you schedule within 2 days (48 hours exactly) of the court event**, there may be a late fee of \$30. This only applies to hearing types that charge a fee for appearing remotely.

In this section, you will find (*click an item to be directed to that page*):

1. [Navigating to Scheduling Website](#)
2. [Step 1: Search for Case](#)
3. [Step 2: Attendee Info](#)
4. [Step 3: Select Events](#)
5. [Step 4: Finalize & Pay](#)
6. [Cancelling Your Remote Appearance](#)
7. [Resend Your Remote Appearance Confirmation Email](#)

Navigating to Scheduling Website

To begin, go to <https://epayment.placerco.org/VCourtPortals/> and click on **Schedule**. Log into your CA Courts Identity account when prompted.



Step 1: Search for Case

Enter your case number, including any numbers, letters, and dashes. See the list of case numbers with X's as examples. Once entered, select **Proceed to Step 2**.

User: harveyramirez.pcsc@gmail.com

Search For A Case

To schedule one or more remote appearances for an upcoming event, first enter the case number below. You will then select the party and enter attendee information, choose one or more events, and then finalize and pay (if applicable).

Step 1	Step 2	Step 3	Step 4
Search For A Case	Attendee Info	Select Events	Finalize & Pay

Enter your full case number, letters, numbers, and dashes. For example:

S-CV-XXXXXX
M-CV-XXXXXX
S-PR-XXXXXX
S-FS-XXXXXX
S-DR-XXXXXX
R-SC-XXXXXX
62-XXXXXX
41-XXXXXX

Enter Case Number:

Proceed to Step 2.



If you see an error message in red (***No valid events found for case number: [case #].**) after selecting **Proceed to Step 2**, there could be a few different reasons why you received this general error message.

Enter Case Number:

T-SC-001900

***No valid events found for case number: T-SC-001900.**

1. Your hearing is not eligible for self-scheduling and requires written notice be filed. Check the Court's website at <http://www.placer.courts.ca.gov/RAS.shtml> to see if your hearing type is eligible for a remote appearance.
2. You are entering your case number in the wrong format. Enter your case number with all numbers, letters, and dashes. See the list of case numbers with X's as examples.
3. Your hearing is set on or more than 30 days from today.
4. You are searching for your case after the deadline to self-schedule (4 pm the court day before your hearing).

Step 2: Attendee Info

Step 2 is how the court gathers your contact information and is able to identify you on the day of your hearing.

You will first be prompted to identify the type of attendee you are by selecting the empty circle for either **An Attorney**, **A Party to the Case**, or **Other**.

User: harveyramirez.pcsc@gmail.com

Attendee Info

Enter the attendee information and select the affiliated party

Step 1
Search For A Case

Step 2
Attendee Info

Step 3
Select Events

Step 4
Finalize & Pay

Attendee ☐ An Attorney ☐ A Party to the Case ☐ Other

Proceed to Step 3

Quit

After you have chosen the Attendee type, the rest of the Attendee Info form appears. The form differs slightly for each category. For each Attendee type:

- All fields are mandatory, excluding the **additional email address for appearance information** field.
- The email fields (**Attendee Email** and **Confirm Email**) will be pre-filled in with the email address you registered for your CA Courts Identity account. These cannot be edited.
- The **additional email address for appearance information** field does not schedule additional attendees; if you enter any email addresses, they will receive a copy of your confirmation email.

Attorney

Attendee ☒ An Attorney ☐ A Party to the Case ☐ Other

Attendee Name

Firm Name

Bar Number

Attendee Email

Confirm Email

Attendee Phone

Party Name

Additional email addresses for appearance information (optional)

Schedule a reminder by:

☐ Email

A Party to the Case

Attendee ☐ An Attorney ☒ A Party to the Case ☐ Other

Attendee Email

Confirm Email

Attendee Phone

Party Name

Additional email addresses for appearance information (optional)

Schedule a reminder by:

☐ Email

Other

Attendee ☐ An Attorney ☐ A Party to the Case ☒ Other

Attendee Name

Attendee Role

Attendee Email

Confirm Email

Attendee Phone

Party Name

Additional email addresses for appearance information (optional)

Schedule a reminder by:

☐ Email

Once you have completed the required fields, select

Proceed to Step 3

to continue the scheduling process.

Step 3: Select Events

Select the event you are scheduling a remote appearance for by clicking on the empty box next to the date and time. Once selected, click on **Proceed to Step 4**.

User: harveyramirez.pcsc@gmail.com

Select Events

Choose one or more events to register for below.

✓ Step 1 Search For A Case	✓ Step 2 Attendee Info	Step 3 Select Events	Step 4 Finalize & Pay
-------------------------------	---------------------------	-------------------------	--------------------------

62-999877 - People vs. Doe, John
Party: John MIDDLENAME Doe

Event Time	Event Description	Registration Fee	Total Fees
<input type="checkbox"/> 5/6/2022 1:00 PM	964220 - Warrant: Surrender	\$94.00	

Proceed to Step 4

Quit



NOTE: If you have a fee waiver and there is a remote appearance fee associated with your hearing, there will be a checkbox to apply your fee waiver to the remote appearance registration.



NOTE: If you are scheduling within 2 days (48 hours exactly) of the court event, there may be a late fee of \$30 applied to your remote appearance registration. A late fee will only be charged to hearing types that charge a fee for appearing remotely. There are exceptions to the late fee that can be selected on the Step 3 screen.

Step 4: Finalize & Pay

The user information and selected event appear on the Finalize & Pay page. Review and confirm the information is correct before selecting **Schedule**.

User: harveyramirez.pcsc@gmail.com

Finalize & Pay

Check to confirm everything is correct, and then finalize and pay (if applicable)

✓ Step 1 Search For A Case	✓ Step 2 Attendee Info	✓ Step 3 Select Events	Step 4 Finalize & Pay
--------------------------------------	----------------------------------	----------------------------------	---------------------------------

Attendee Information

Attendee Role: Party
Attendee Name: John MII
Attendee Email: harveyramirez.pcsc@gmail.com
Attendee Phone:
Reminders: None

Selected Events

Appearance Info	Case / Party	Event Details	Amount	
5/6/2022 1:00 PM Department 20	62-999877 - People vs. Doe, John Party: John MIDDLENAME Doe	Warrant: Surrender	\$94.00	Remove
Total			\$94.00	

[Add More Appearances](#)

If you select **Add More Appearances**, you can schedule more appearances for the same attendee on other cases before paying. You will directed to complete steps 1-4 again for the second case.

If you are scheduling for an event that charges a fee, you will also need to add a payment method. Once entered, select **Submit Payment**. The Court accepts eChecks, Visa, and MasterCard.

Make Payment

☒ Credit Card ☐ eCheck

Enter your payment information below. Please note: this system accepts Visa and MasterCard.

Name	John MIDDLENAME Doe
Phone	
Email	harveyramirez.pcsc@gmail.c
Credit Card Number	
Expiration Date (MM/YYYY)	
Billing Zip Code	
CVV Code	

[Submit Payment](#)

[Quit](#)

Confirmation

Once the appearance is scheduled, you will receive a confirmation email that replicates the confirmation page below. This email will include a personal Join link to join the web conference on the day of the hearing.

User: harveyramirez.pcsc@gmail.com

Confirmation

Thank you for your payment. The confirmation below has been sent to the email address you provided.

Print

This is a confirmation for **John MIDDLENAME Doe** from **Placer Superior Court**. You have been scheduled for the remote appearance(s) shown below.

How to Join Your Remote Event

On the date & time of your hearing:

- Click on the **Meeting Join Link** in the table below for your appearance.
- You can join up to 5 minutes prior to the start time of your appearance.
- **If you have audio or video problems, or do not have access to join by computer or smart phone, you may join using the backup conference phone number.** However, please note that participating by telephone severely impacts the efficiency of the courtroom as your name does not display and only your phone number appears. **Please join by clicking on the Meeting Join Link when possible.**
 - Backup conference phone number: (323) 676-6192
 - Enter the **Phone Meeting ID** for your appearance when prompted.
 - If you are still using video but calling by telephone, be sure to turn off your microphone and speaker on your computer or video device.

NOTE: Recording, streaming or rebroadcasting your hearing is prohibited by rule of court, including CRC 1.150 and local rules.

Remote Appearances Scheduled

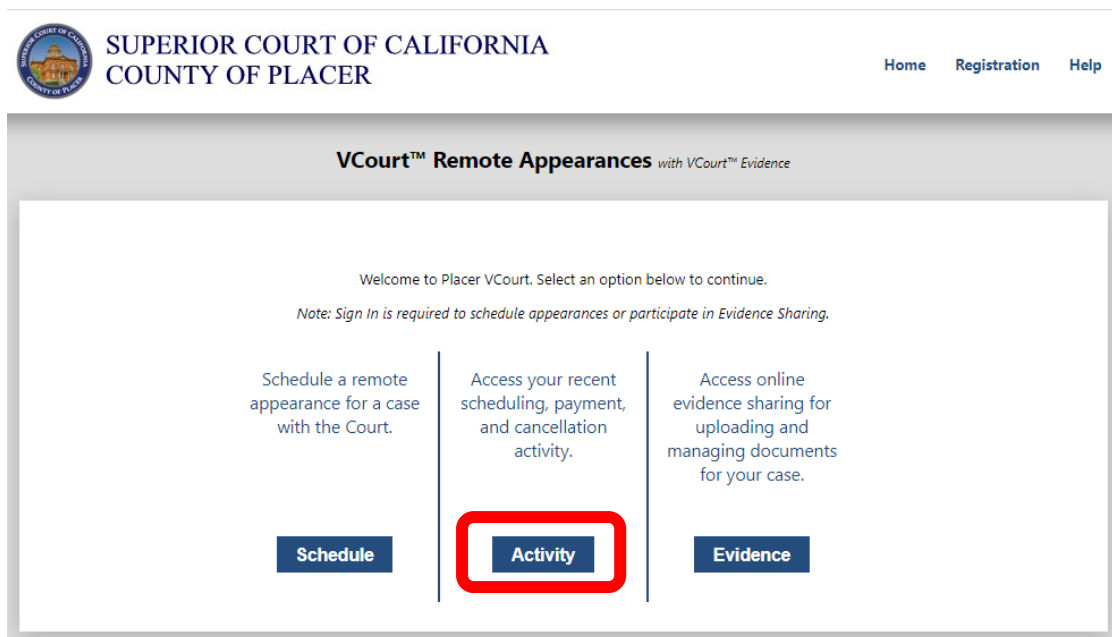
Event Date & Time	Case / Party	Event Details	Amount	Meeting Join Link	Phone Meeting ID
5/6/2022 1:00 PM Department 20	62-999877 Party: John MIDDLENAME Doe	Warrant: Surrender	\$94.00	Join Link	134290927

! **NOTE:** If you do not reach this page nor receive the email confirmation, the remote appearance was not scheduled.

Cancelling Your Remote Appearance

Cancellation requests must be made before 9:00 AM or the start time of your appearance, whichever comes first. To cancel a remote appearance:

1. Go to <https://epayment.placerco.org/VCourtPortals/> and click on **Activity**. Log into your CA Courts Identity account when prompted.



2. Any scheduled remote appearances that are eligible for cancellation will have a **Cancel Appearance** listed. Locate the scheduled remote appearance you would like to cancel from the list and select **Cancel Appearance**.

User: harveyramirez.pcsc@gmail.com

My Hearings

Search by Confirmation Number

Activity performed by Logged in User: harveyramirez.pcsc@gmail.com

Upcoming events 1
Past Events (365 days back) 0

Select a view: All

Event Time	Case / Party	Event Details	Attendee	Conference Details	Actions
5/6/2022 1:00 PM	62-999877 John MIDDLENAME Doe	Warrant: Surrender Department 20	John MIDDLENAME Doe harveyramirez.pcsc@gmail.com Party	How To Join	Confirmation Email Cancel Appearance



NOTE: If a remote appearance does not have the Cancel Appearance option available, this means the deadline to cancel your remote appearance has passed.

3. Confirm your cancellation.

User: harveyramirez.pcsc@gmail.com

My Hearings

Search by Confirmation Number

Activity performed

Upcoming events

Past Events

Select a view

Event Time

5/6/2022 1:00 PM

Cancel Appearance

Please confirm that you wish to cancel the following appearance:

5/6/2022 1:00:00 PM
62-999877 - Warrant: Surrender
Attendee: John MIDDLENAME Doe - harveyramirez.pcsc@gmail.com

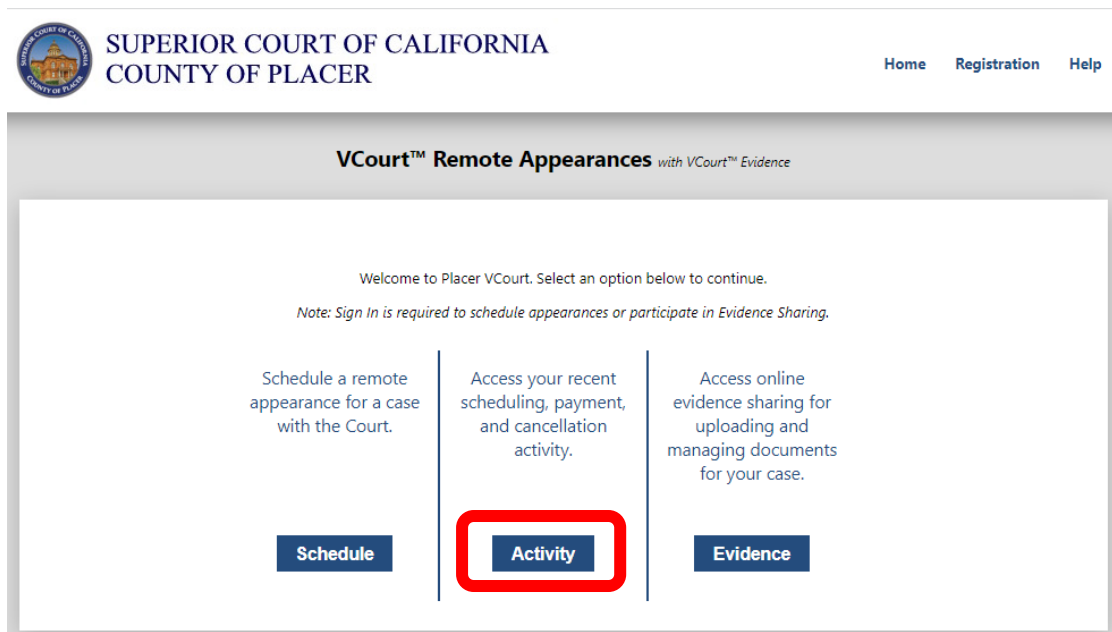
Confirm Close

Email
ance

Resend Your Remote Appearance Confirmation Email

To resend yourself a copy of your remote appearance confirmation email:

1. Go to <https://epayment.placerco.org/VCourtPortals/> and click on **Activity**. Log into your CA Courts Identity account when prompted.



2. Locate the scheduled remote appearance you would like to resend the confirmation email for. Select **Confirmation Email**.

User: harveyramirez.pcsc@gmail.com

My Hearings

Search by Confirmation Number

Activity performed by Logged in User: harveyramirez.pcsc@gmail.com

Upcoming events 1
Past Events (365 days back) 0

Select a view: All

Event Time	Case / Party	Event Details	Attendee	Conference Details	Actions
5/6/2022 1:00 PM	62-999877 John MIDDLENAME Doe	Warrant: Surrender Department 20	John MIDDLENAME Doe harveyramirez.pcsc@gmail.com Party	How To Join	Confirmation Email Cancel Appearance

3. Select **Email** in the bottom right corner.

CONNECTING ON THE DAY OF YOUR HEARING

A remote appearance is the same as an in-person appearance and any actions that occur in the hearing carry the same authority as if all individuals were physically in the courtroom. You should prepare for your remote appearance as if you are personally appearing at the courthouse.

This section summarizes how to connect to your remote appearance and important details to ensure your device is set up correctly for the hearing. In this section, you will find *(click an item to be directed to that page)*:

1. [How to Connect to Your Conference](#)
2. [Technical Specifications](#)
3. [Preparing for your Remote Appearance](#)
4. [Navigating the Teams Conference Menu](#)

How to Connect to the Conference

At the time or up to 5 minutes before your hearing, click the **Join Link** provided in your confirmation email.

Remote Appearances Scheduled

Event Date & Time	Case / Party	Event Details	Amount	Meeting Join Link	Phone Meeting ID
4/25/2022 8:00 AM Department 40	M-CV-00150 Party: Jane Doe	Exparte Hearing	\$94.00	Join Link	390383065

After clicking the link, you will be prompted to confirm your audio and video settings and enter your name:

- Enter the meeting **MUTED** and with your video **TURNED OFF**.
- Please enter **both your first and last name** when joining the meeting. It is highly encouraged to also **include your case number**.

Once updating your audio/video settings and name, you will be placed into the lobby of the meeting once connected, and later admitted into the meeting by the courtroom.



NOTE: If you are in the meeting lobby for more than 30 minutes, Microsoft Teams automatically ends the session and you will need to rejoin. If this happens, select Rejoin, or refer back to your confirmation email and re-click the Meeting Join Link.



NOTE: If you have audio or video problems, or do not have access to join by computer or smart phone, you may join using the backup conference phone number. However, **please note that participating by audio-only (backup conference phone option) severely impacts the efficiency of the courtroom** as your name does not display and only your phone number appears.

Technical Specifications

It is strongly recommended that remote hearing participants download the Microsoft Teams desktop application. You may choose that download when first entering the Teams meeting or you may separately download the program by clicking the link below:

[CLICK HERE TO DOWNLOAD THE MICROSOFT TEAMS DESKTOP APPLICATION IN ADVANCE OF YOUR HEARING.](#)

If joining from a browser, Google Chrome 65 and Microsoft Edge 83 (or later) are recommended.

Test your Device

Teams offers a “Test Call” feature for the Teams desktop app for Windows and Mac. [Microsoft outlines the steps to make a test call on their website:](#)

1. In the Teams desktop app, select **Settings and more (•••)** next to your profile picture at the top of Teams and then choose **Settings > Devices**.
2. Choose **Make a test call** under Audio devices.
3. In a test call, you'll see how your mic, speaker, and camera are working. Follow the instructions from Test Call Bot and record a short message. The message will play back for you. After that, you'll get a summary of the test call, and you can go to your device settings to make changes.

Preparing for your Remote Appearance

Join the Conference as if you are Appearing in Person

- Position your device's camera so that **your face is fully displayed** and not backlit.
- **Dress appropriately.** Dress as if you were appearing in person at the courthouse.
- Have your documents, electronically or in hard copy, available **before** your hearing starts.
- You may not receive assistance from anyone besides your attorney or interpreter during your hearing.
- You may not record, live stream or otherwise capture your video appearance.

Setting Up your Device

- It is highly recommended to **have a charger easily accessible or plugged into your device** before and during the hearing.
- The court requires you to be **located indoors with limited background noise and distractions**, and have a clear audio and video stream.
- The use of headphones is highly recommended.
- Enter the meeting muted, and keep your audio **MUTED** and video **TURNED OFF** until your case is called.
- If using the desktop app for Windows and Mac, complete a test call before connecting.

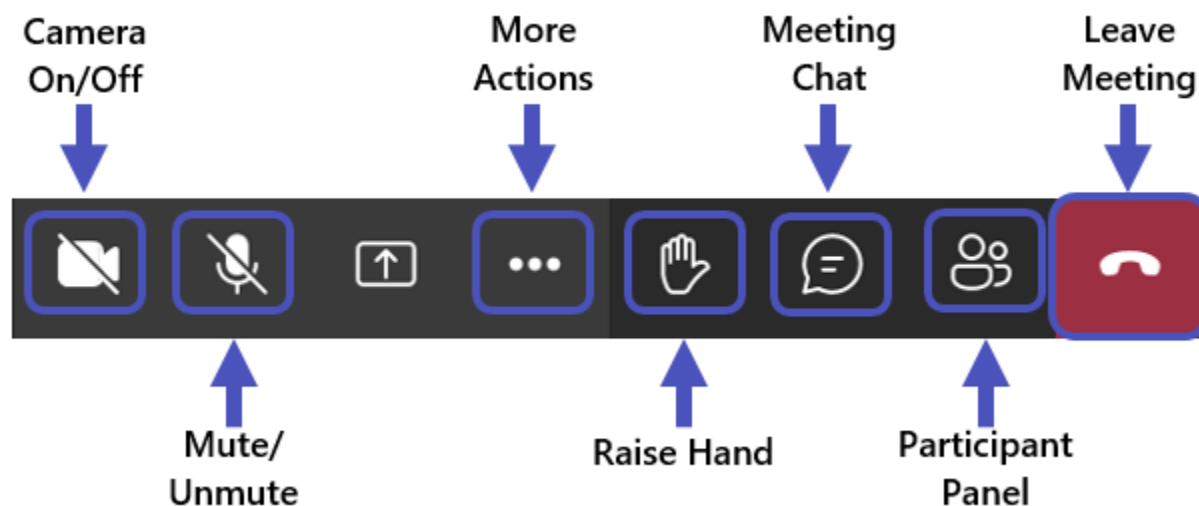
If at any time you become disconnected from the hearing, please rejoin the conference by selecting Rejoin, or by closing the window and reselecting the link in your email confirmation.

Reminder: The conference information emailed to your will **ONLY** work for the court hearing listed. If your matter is continued or has another hearing set, this link will NOT work for your future hearing(s).

Meeting Controls in the Teams Conference

Menu Bar

Each meeting will have the same controls at the top or middle of the screen, depending on if you join from a browser or application*:



* Screen sharing has been disabled for court hearings.

Meeting Chat

The meeting chat feature is available to video participants, and audio participants who join on the Teams app.

- The chat is not monitored by the Court.
- If you send a message in the chat, it is viewable to everyone in the meeting.

Customize the Meeting Layout

Teams default crops videos to make each participant's video fit the meeting screen better. If the courtroom video appears cropped (you cannot fully see the judicial officer or attorney table), [Microsoft outlines the steps to customize your view of the Teams meeting on their website](#):

- **Reframe the video:** Right click the three dots for the courtroom video and select **Fit to frame** to see the entire video.
- **Pin courtroom video:** Right click the three dots for the courtroom video and select **Pin**. You can pin additional participants or unpin the courtroom if needed.

EVIDENCE

Electronic Evidence sharing is only available for certain hearing types. If allowed, you will receive a second email after scheduling your remote appearance. Please look for a subject line that says **Evidence Sharing Set Up ([Case Number – Case Name])**.

You may upload evidence online prior to your hearing. Because parties will not be physically present in the courtroom, **any evidence you intend on sharing must be uploaded to the VCourt website**. This website is only intended for evidence; you cannot file documents through this method.

Your last opportunity to upload evidence will be one hour before the hearing. For example, if the calendar begins at 9:00 AM, the ability to upload evidence will be cutoff at 8:00 AM. Only at the cutoff time, you will be able to see the other parties' evidence folder (for viewing only). Please leave yourself enough time to organize your evidence, navigate to the website, and complete all the steps required to upload the files. The cutoff time of one hour prior to the hearing is precise.

Accessing the Evidence portion of VCourt is dependent upon scheduling a video appearance. Please return to the [Scheduling](#) section of this user guide if you have not yet completed that step.

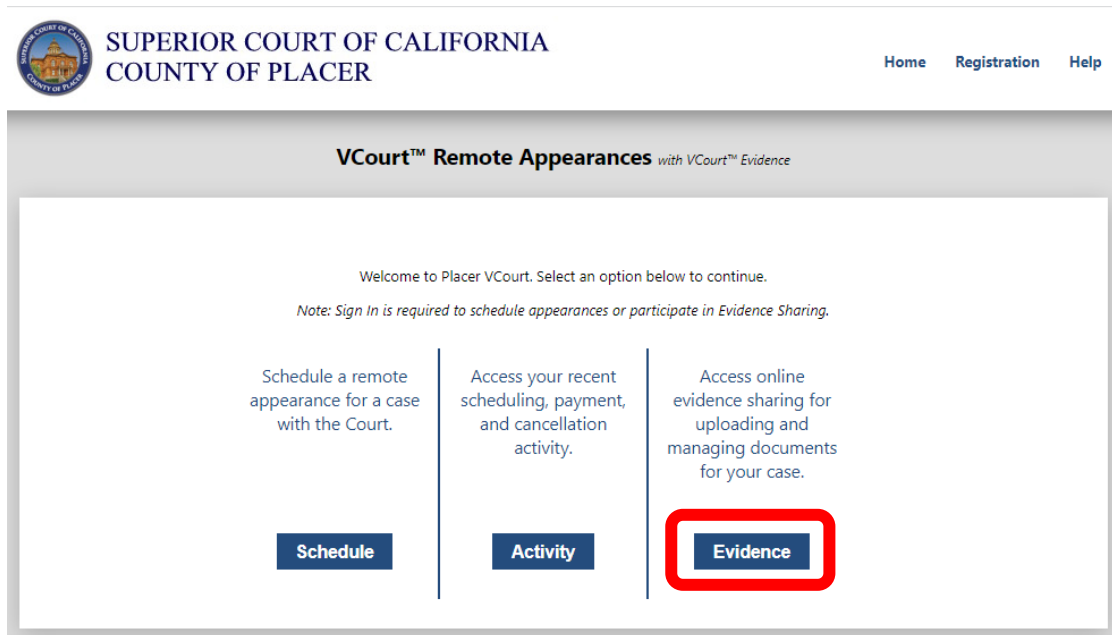
In this section, you will find:

1. [Uploading Evidence](#)
 - a. [Technical Specifications](#)
2. [Viewing Evidence](#)

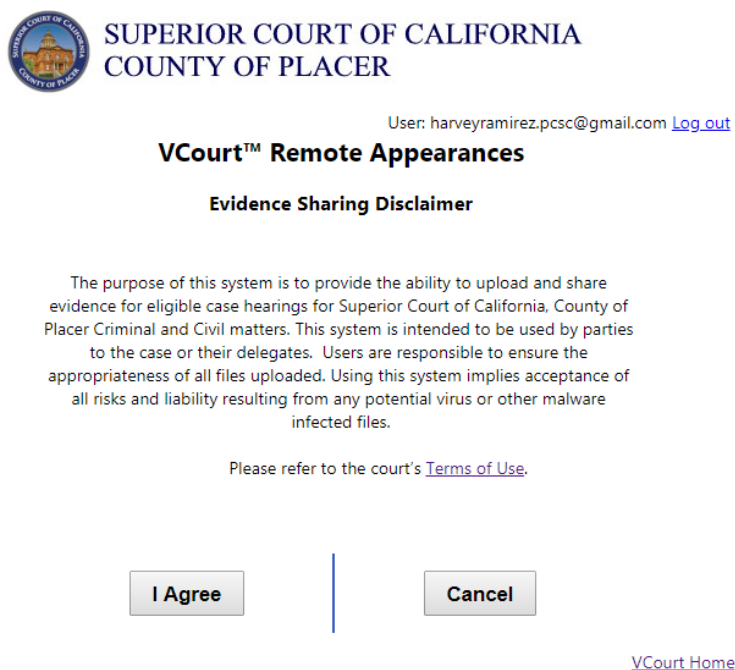
Uploading Evidence

Evidence Sharing is accessible by either selecting the link in the **Evidence Sharing Set Up** email, or by returning to the VCourt home page at <https://epayment.placerco.org/VCourtPortals/>.

1. Select **Evidence** to be directed to the CA Courts Identity Sign In page. See [Creating Your CA Courts Identity Account](#) if you have not yet made an account.




2. Review the Evidence Sharing Disclaimer and select **I Agree** to navigate to the next page.



3. Click on your case number.

VCourt™ Evidence

Current Cases

 R-SC-0025604 - Ramirez, Harvey vs. Hamilton Susan

Find a case not listed



If the Current Cases box says **No cases found** instead of listing your case, select **Find a case not listed** and enter your case number in the format similar to this example: **R-SC-00#####**.

VCourt™ Evidence

Current Cases

No cases found

Find a case not listed

If you see a red message that says “Case not found, or there are no upcoming eligible events for this case” (example below):

- Make sure your case is eligible for evidence sharing (confirm you received an email about evidence when scheduling your video appearance).
- Double check that you have correctly entered your case number.
- If the case number is correct and the event is eligible for evidence, this means that there are no video appearances scheduled for your case. **You must schedule your remote appearance before you can upload evidence.** Refer back to page two (2) for information on scheduling your video appearance.

VCourt™ Evidence

Search

If your case is not yet setup for Evidence Sharing for you, you can search for a case below, and then you will be able to select your party and attempt to participate in evidence sharing.

Case Number

Case not found, or there are no upcoming eligible events for this case

Search

Once you search and locate your case, click on your name from the list. By selecting your name, you have now claimed your “folder” to which you can upload your documents. Do not claim the other parties’ folder or more than one folder.



SUPERIOR COURT OF CALIFORNIA
COUNTY OF PLACER

User: harveyramirez.pcsc@gmail.com [Log out](#)

VCourt™ Evidence

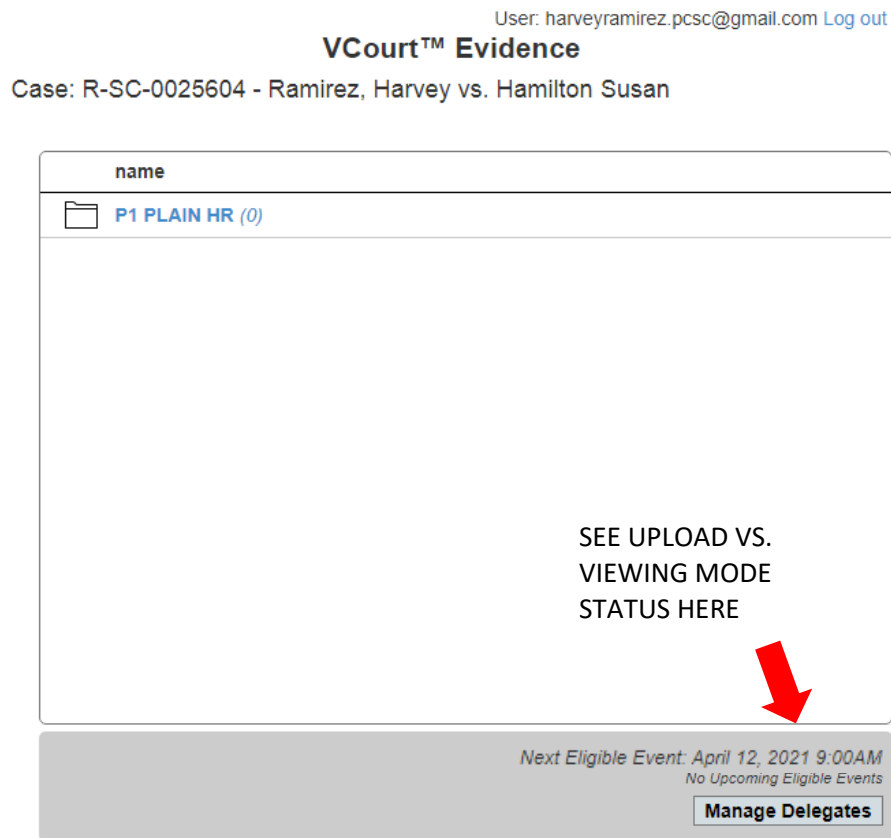
Case: R-SC-0025679 - Xanadu Cafe vs. JOMO Supplies

Select your party below to become owner of the folder

JOMO SUPPLIES (DEF)

XANADU CAFE (PLAIN) 8

4. You will be able to upload exhibits if the site is in **Upload Mode**. When in Upload Mode, you will only see your folder listed for the case. Select the on folder listed to upload your files.

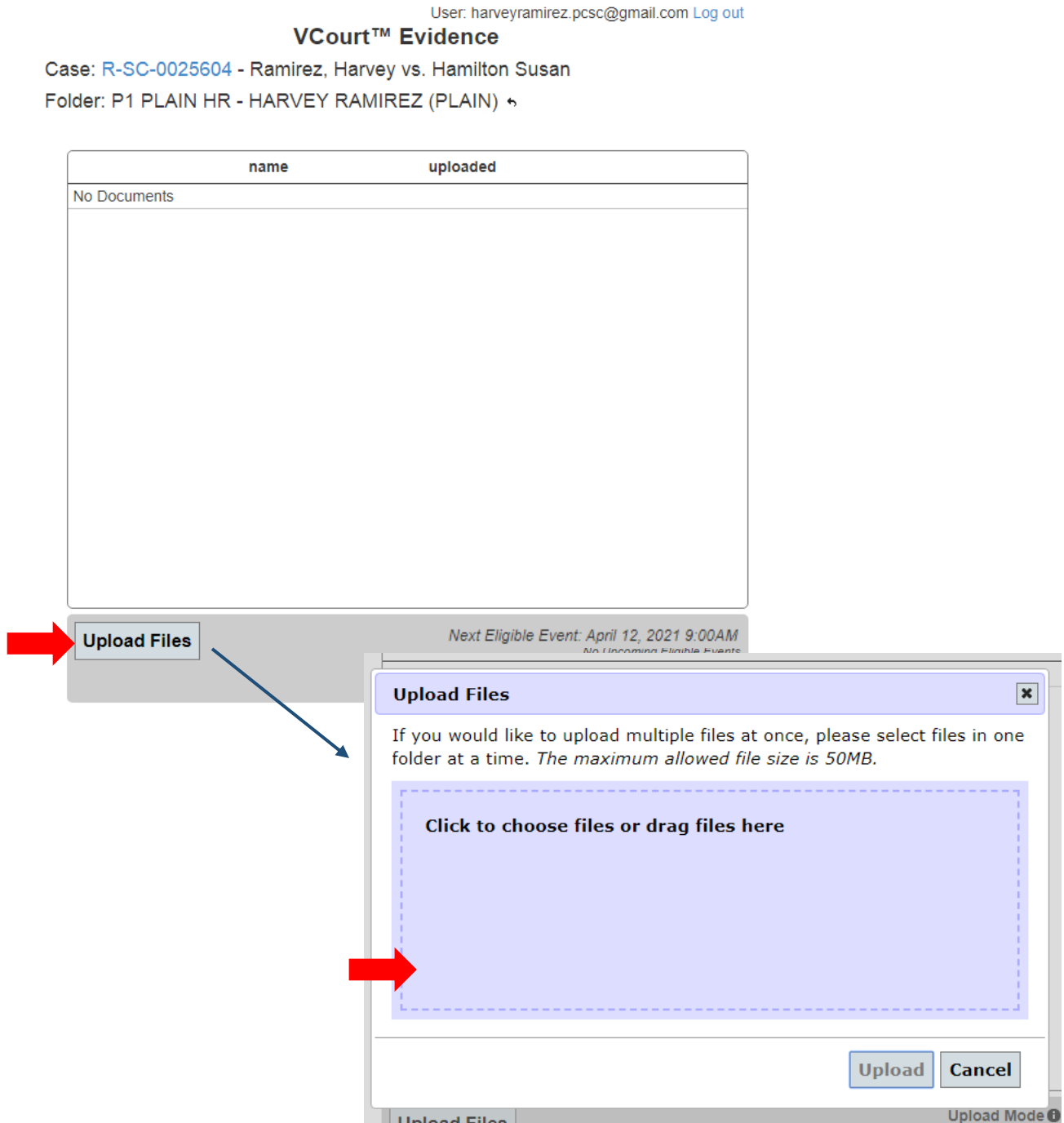


The naming convention for folders is as follows: [Party Number] [Party Type] [Party Initials]. For example, a folder name of “P2 DEF JS” means:



- P1: Party 1 – 1st party to register for evidence sharing for this case
- PLAIN: Plaintiff – This party is identified as the plaintiff in the Court’s case management system. Other values may be: PET - Petitioner, DEF - Defendant, RES – Respondent
- HR: Harvey Ramirez – The initial party’s first and last name as recorded in the Court’s case management system
- (#): The number in parentheses next to the folder name refers to how many files have been uploaded.

5. To upload files, select the Upload Files button, and then click on the sentence **Click to choose files or drag files here** in the blue box. This will open a window to select files from your computer.



6. Select the files you would like to upload and then click on the **Upload** button. When each file listed has a checkmark to the right of the name, select the **Close** button.























Your files are now saved to your evidence folder. They will automatically sort in alphabetical or numerical order.

User: harveyramirez.pcsc@gmail.com [Log out](#)

VCourt™ Evidence

Case: [R-SC-0025604](#) - Ramirez, Harvey vs. Hamilton Susan

Folder: P1 PLAIN HR - HARVEY RAMIREZ (PLAIN) ↵

<input type="checkbox"/> all	name	uploaded			
<input type="checkbox"/>	 Carpet damage at move out.png	10/2/2020 12:03 PM	view 	download 	delete 
<input type="checkbox"/>	 Emails from March 2020.pdf	10/2/2020 12:03 PM	view 	download 	delete 
<input type="checkbox"/>	 Lease Amendment_signed 3-19-20....	10/2/2020 12:03 PM	view 	download 	delete 
<input type="checkbox"/>	 photo of property before move in.jpg	10/2/2020 12:03 PM	view 	download 	delete 
<input type="checkbox"/>	 Voided Check.jpg	10/2/2020 12:03 PM	view 	download 	delete 

Upload Files

Next Eligible Event: April 12, 2021 9:00AM
Reporting Engine Error

Manage Delegates

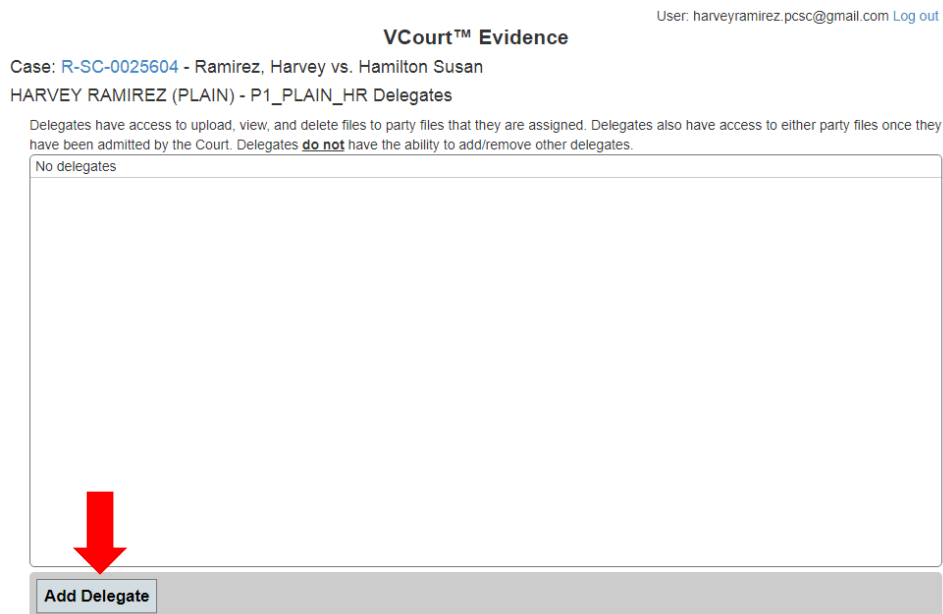
Share Access to Your Evidence Folder with Others

If you would like to allow someone else (for example, your attorney client, spouse, etc.) access your evidence folder and the ability to upload exhibits:

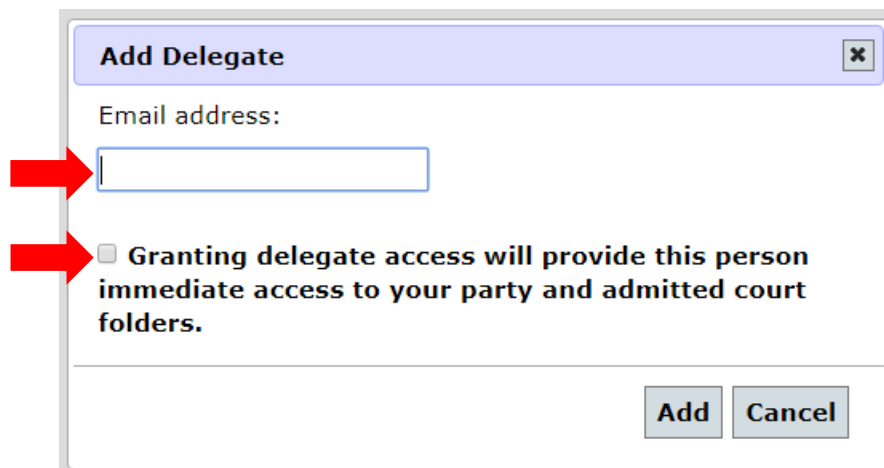
1. Click on **Manage Delegates** in the bottom right corner.



2. Select Add Delegate.



3. Enter their email address and select the checkbox to grant them access. Once you select **Add**, the delegate will receive an email confirmation. They should create or log in to a CA Courts ID Account to view the folder.



Technical Specifications

Do not use Internet Explorer.

You may upload the following document types from your device:

- | | | |
|---------|---------|--------|
| → .doc | → .jpeg | → .flv |
| → .docx | → .png | → .wmv |
| → .xls | → .wav | → .mp4 |
| → .xlsx | → .pdf | → .mov |
| → .jpg | → .avi | |

If you see a **red error message** next to a file name, you may need to edit the file name or reduce the size to be able to upload it. The website will not let you upload files if they either:

- Are larger than 50 MB.
- Include any special characters in the file name (Examples: \ / : * ? " < > |).

Tips for uploading evidence:

- **Do not combine all your files into a single exhibit.** For example, if you have (1) a lease, (2) a photograph, and (3) copies of emails, you should be uploading three separate files.
- Be sure to name your file(s) with a descriptive word or phrase that will inform you what that document is. Examples: "Lease signed 3-10-19"; "Photo of Blue House"; "Emails from March-April 2019"




The court is taking steps to protect against files that are infected with viruses. However, please ensure you have proper security to protect your computer. By using the Evidence Sharing System, you assume all risks associated with the use of this site and the download of the other parties' exhibits.

Viewing Evidence

When it is exactly one hour before the calendar begins, you will no longer be able to upload files, and instead are able to view the other parties' uploaded evidence. The evidence sharing website will switch from Upload to View mode (If the hearing begins at 9:00 AM, the website will switch at 8:00 AM. If the hearing begins at 8:30 AM, the website will switch at 7:30 AM). At this time, you will be able to see:

VCourt™ Evidence
Case: R-SC-0025604 - Ramirez, Harvey vs. Hamilton Susan

1. The Court's Admitted folder
2. Your folder
3. The other party's folder

name
 P1 PLAIN HR (5)
 P1 PLAIN NL (11)
 P2 DEF SH (12)

Viewing Mode ⓘ

Next Eligible Event: April 12, 2021 9:00AM

Manage Delegates

Please review the other parties' evidence before the hearing begins. During the hearing, you will be able to view all three folders listed above if you have both the video conference and the VCourt Evidence websites open. **You will not be able to access VCourt Evidence from the video conference.**